

POLICY AND PROCEDURES

NUMBER: 2003

SUBJECT: Inmate Visitation

ACA STANDARDS: 4-ALDF-2A-61; 5B-01, 02, 03, 04; 6A-04

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 4/1/86 REVISION DATE: 3/1/90, 3/92, 10/92,
9/97, 1/98, 7/98, 2/99, 8/99, 7/00, 12/05, 1/09,
3/10, 4/11, 12/12, 1/15



I. POLICY

The St. Louis County Department of Justice Services shall provide inmates the opportunity to receive visitors subject only to the limitations necessary to maintain order and security.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. DEFINITIONS

Social Visits: Visits with family members or friends during regularly scheduled visiting times. Visits are also counted if not canceled by the inmate within 24 hours or if the visitor does not show. If the visit is interrupted by a Department emergency, the visit will not count and may be rescheduled.

Professional Visitor: Visits between an inmate and an attorney/paralegal, probation/parole officer, clergy and other criminal justice and social service representatives.

Paper Pass Visiting Booth: An enclosed booth with a paper pass and hands free intercom allowing the inmate and the professional visitor to exchange paperwork for review or signature.

Non-Paper Pass Visiting Booth: An enclosed booth to be used by professional visitors who require privacy with an inmate and do not need to exchange paperwork.

IV. PROCEDURES

A. General Information

- 1. Social Visiting Hours**
 - a.** 10:00 AM - 8:00 PM, Monday through Sunday.
- 2. Professional Visiting Hours**
 - a.** 8:00 AM - 9:00 PM, Monday through Sunday. See Section F for professional visits after hours.
 - b.** Attorneys, probation/parole officers and police officers may visit at any reasonable time with the exception of emergency situations. During meal times, the Lobby Clerks will inform the attorney that meals are from noon to 1:00 pm and from 5:00 pm to 6:00 pm and this may cause a delay in the visit. Officers will lock the inmate in the professional visiting booth in the housing unit and continue his/her tours. Officers will observe the inmate periodically and remove the inmate at the end of the professional visit. (Any special or unusual situations will require Watch Commander approval)
 - c.** Clergy may visit at any reasonable time except during meals, shift change and emergency situations. (Any special or unusual situations will require Watch Commander approval)
- 3.** Visiting is a privilege afforded to inmates to allow continued contact with family, friends, and members of the community.
- 4.** Inmates have the right to refuse any visit.
- 5.** Social visits will be scheduled by the inmates with the Housing Unit Officer at least twenty-four (24) hours prior to the actual visit. This includes the Pre-Classification Housing Unit.

- a. Inmates will complete a visiting request form and give it to the housing unit officer.
 - b. The housing unit officer will initial the request form upon entering the information into the Integrated Jail Management System (IJMS) and then return the form to the inmate. If there are not any visiting booths available, the officer will verbally notify the inmate and the inmate will have to reschedule the visit.
 - c. Visits are not to be scheduled while inmates are on lockdown status.
 - d. Visits may be cancelled with a 24 hour notice by the inmate.
 - e. When an inmate is transferred to another housing unit, the housing unit officer receiving the inmate will immediately reschedule the visit for the new housing unit and delete the visit in the old housing unit.
6. The Housing Unit Officer will enter the following information into the IJMS:
 - a. Inmate's name
 - b. Date and time of visit
 - c. Name of visitor(s)
 - d. Number of assigned booth.
7. Prior to entering the booth the Housing Unit Officer should ask if the visitor has any physical disabilities which would require a hands free booth (the lockable paper pass booths are the hands free booths and should be utilized). The Housing Unit Officer will inform the appropriate Corrections Case Manager of the disability prior to the visit to assure any accommodations.
8. Adult visitor(s) must be (17) years of age or older and will be required to present valid photo identification to verify eligibility for a visit. All persons under the age of (17) must be accompanied by an adult.
9. Persons who have been incarcerated in the St. Louis County Justice Center within the last year will not be permitted to visit a

present inmate, Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

10. Acceptable forms of photo ID are: a valid driver's license, State ID, Military ID and/or present Passport. Adults without a photo ID will not be admitted.
11. Professional visitors must present proof of their professional capacity, (i.e., Missouri Bar Association Card, criminal justice agency ID, Clergy ordainment card). Paralegals must present a current letter of introduction on letterhead from the law firm they represent. Photo ID shall also be required as described above.
12. Inmates may give the names of persons they wish to visit them either to their Corrections Case Manager on their initial visit and/or their Housing Unit Officer. The names will be entered into the IJMS.
13. Inmates will be allowed two (2) visits per any continuous seven (7) day period, but not more than one (1) visit per day with the following exceptions:
 - a. Inmates classified as facility workers will be permitted four (4) visits per any continuous seven (7) day period, but no more than one (1) visit per day.
 - b. Inmates classified as Housing Unit Workers will be permitted three (3) visits per any continuous seven (7) day period, but no more than one (1) visit per day.
14. A Unit Manager/Corrections Case Manager may approve a special extended visit for inmates whose visitors are from out of town. The Unit Manager/Corrections Case Manager will inform the Lobby Clerks in writing of the extended visit. The visitors must show the Lobby Clerk a valid out-of -state drivers license before the visit is allowed.
15. Due to space limitations an acceptable combination of visitors may include:
 - a. (2) adults, or

- b. (2) adults and (1) child
 - c. (1) adult and (2) children.
- 16. All persons designated for a scheduled visiting period will enter and exit the visiting area as a group.
- 17. Visits are scheduled on the hour, with each visiting period being forty (40) minutes in length. The remaining twenty (20) minutes will be utilized to move visitors in and out of the visiting areas.
- 18. Lobby Clerks are to advise late arrivals of the three (3) options that are available:
 - a. Proceed with the visit and use the time remaining in the visiting period
 - b. Visit during the next available visiting period for that day
 - c. Have the inmate reschedule the visit for another day.
- [19. *If an inmate is placed on disciplinary lockdown for a minor rule violation in the housing unit and a visit is already scheduled in IJMS, the inmate will be allowed the visit. Due to the inability of the inmate to contact his/her visitor(s) to cancel the visit, previously scheduled visits are allowed to avoid any inconvenience to the visitor(s). The time the inmate is out for his/her visit will be added onto the end of the lockdown time.]*
- 20. In the event of a facility lockdown or an emergency, all visiting will be canceled. If visitors are present in the facility during an emergency they will be instructed to follow the directions of the staff. Lobby clerks will be notified of any facility lockdown or emergency that disrupts visiting. The Watch Commander/designee will notify the Lobby Clerks of facility lockdowns and emergencies. The Housing Unit Supervisor/designee will notify the Lobby Clerks of lockdowns/emergencies on a specific housing unit floor.
- 21. The Lobby Clerks will conduct random tours of the non-secure visitor's area at least one time per shift. The Lobby Clerk will report any discrepancies immediately to the Watch Commander and enter the date/time of the tour in the log book located at the Lobby Clerk's work station.

B. Guidelines for Visitors

1. Visitors must conduct themselves in an orderly manner at all times. When an incident occurs in which a Lobby Clerk has a problem with a visitor, he/she will contact the Watch Commander and inform him/her of the situation. The Watch Commander *will* assess the situation and determine if the visitor will be asked to leave. If the visitor refuses to leave the building upon request, the Watch Commander will discuss the situation with the St. Louis County Bureau of Security Services Officers at the checkpoint and coordinate his/her actions with the officers.
2. Visitors who appear to be under the influence of alcohol or a controlled substance will not be allowed to visit.
3. Visitors creating a disturbance or using obscene language or gestures will be asked to leave.
4. Visitors must be properly attired at all times. No short shorts, low-cut blouses, mini-skirts, transparent or sheer clothing will be allowed. Male visitors must wear shirts with sleeves. Muscle shirts will not be allowed. Footwear is mandatory. During orientation, officers will direct inmates to inform their visitors of the rules of proper dress when scheduling the visit, and that the visit will be disallowed, if violated.
5. Personal property will not be allowed in the visiting areas. Visitors are required to store coats, jackets, hats, handbags, briefcases, personal items, cigarettes, keys, cell phones, cameras, food and beverages in the lockers provided in the lobby.
6. St. Louis County Security will be notified in the event a visitor(s) is found destroying visiting telephone equipment and/or introducing, or attempting to introduce contraband into the facility. Person(s) responsible are subject to arrest and criminal prosecution. Housing Unit Officers will check visiting booths before and after each visit. This check will be completed to determine which inmate(s) and/or visitor(s) damaged the booth, and when the damage occurred.

C. Visitor Processing - Social Visits

1. Visitors will enter the facility through the main lobby entrance and present proper photo identification to the Lobby Clerk. Visitors who show up with no scheduled visit in the system will be considered on a case by case basis. If the Lobby Clerk determines the omission is due to an error or misunderstanding, that visit may be granted, otherwise the visit will be rescheduled by the inmate.

2. The Lobby Clerk will provide excellent customer service by assisting visitors in any reasonable way. The goal of staff in the facility is to make the visitor's visit at the Justice Center a positive experience. Visitors complaints will be forwarded to the Lobby Clerks' Supervisor or the manager of the housing unit that was visited.
3. The Lobby Clerk will:
 - a. Verify the identity of each visitor by accessing the IJMS to:
 - (1) Confirm scheduled visit.
 - (2) Confirm inmate's location.
 - (3) Check for possible visitation restrictions.
 - (4) Check "Visit Arrived" in IJMS
 - b. Take the visitors photo ID in exchange for a visitors pass which will indicate the floor level and booth assigned for the visit.
 - c. Provide each visitor with a token for the lockers and instruct visitors on how to use.
 - d. Direct visitors to the visitor waiting area until instructed to line up in the queuing area.
 - e. Remind visitors that they are only allowed to visit the inmate they are authorized to visit and any deviation from this will result in the termination of their visiting privileges in the future.
 - f. Instruct visitors to select the appropriate floor level identified on their visitor pass and caution visitors to exit the elevator only on the floor designated for their visit.
 - g. Advise visitors that telephones are available on the wall in the visiting area to provide communication with the Lobby Clerk in the event of an emergency.
4. The Housing Unit Officer shall:

- a. Check the IJMS visiting schedule at the start of each shift to confirm the number of visits scheduled.
 - b. Check the IJMS visiting schedule to ensure that the scheduled visitor(s) has arrived.
 - c. Inform the inmate that his/her visitor has arrived and provide number of assigned visiting booth.
5. At the conclusion of each visiting period the Lobby Clerk Shall:
 - a. Announce the end of visiting via public address system.
 - b. Advise all visitors to exit the visiting area.
 - c. Instruct the visitors to return to the lobby desk, return the visitor passes, pick up their ID and retrieve all property from their lockers before departing the facility.
6. The Housing Unit Officer will ensure the inmate departs the visiting booth at the conclusion of the visit and check the visiting booth for any discrepancies. The Housing Unit Officer will inform the Housing Unit Supervisor and the Watch Commander of any discrepancies and write an Incident Report concerning the discrepancy.

D. Visitor Processing - Professional Visits

1. Professional visitors will enter the facility through the main lobby during normal business hours. Attorneys and all other professional visitors will register with the Lobby Clerk and present proper ID along with a valid photo.
2. Professional visitors will be required to follow the same procedure as social visitors and secure all personal items, hats, jackets, coats, handbags, briefcases, cigarettes, lighters, food and beverages in the lockers provided.
3. The Lobby Clerk will ask the professional visitor if they have paperwork that needs to be signed by their client. If it is necessary for the inmate to sign paperwork the professional visitor will be encouraged to secure their briefcase and take only paperwork, folders, etc., necessary and then be assigned to a paper pass visiting booth.

4. If the professional visitor insists on carrying their briefcase with them it is to be searched prior to the visit. Lobby Clerks will search all items carried up for a visit. Lobby Clerks will also direct professional visitors to empty their pockets. Items not allowed in the secure perimeter will be secured in a locker in the lobby. Unit Supervisors may also search the briefcase upon arrival to the unit.
5. The professional visitor will then be issued a visitor pass for the paper pass visiting booth with a key attached.
6. A professional visitor who does not require a paper pass visiting booth will be issued a visitors pass and assigned to a non-paper pass visiting booth.
7. The Lobby Clerk will determine the inmate's housing unit, notify the Housing Unit Officer that the inmate has a professional visitor and which booth is assigned.
8. Professional visitors requesting entrance into the Intake area will receive an Intake Visitor pass from the Lobby Clerk. The Lobby Clerk will then inform the Intake Service Center Shift Supervisor of the professional visitor at the Release Sally port door. The professional visitor will be escorted to and from Intake by an officer designated by the ISC Shift Supervisor.
9. When the professional visitor arrives, the Housing Unit Officer should ask if the paper pass is needed prior to unlocking it.
10. Upon placing the inmate in the paper pass booth, the Housing Unit Officer will instruct the visitor and the inmate to push the button to inform the officer when the visit is complete.
11. When the professional visitor completes the visit in a paper pass booth, he/she, or the inmate will press the button inside the booth, notifying the Housing Unit and Unit Control Officers that the visit is complete.
12. The professional visitor will then depart the paper pass booth by using the key issued to him/her.
13. When the paper pass has been utilized the inmate will be strip searched. The Housing Unit Officer will:
 - a. Request assistance from the Housing Unit Supervisor who will respond or delegate the Unit Control Officer to respond.

- b. Have inmate remain in locked booth until assistance arrives. If assistance is not available, the strip search may be conducted in other secure areas (e.g., unit control bathroom, officer's bathroom in housing unit, etc.). The officer will assure that privacy is maintained at all times.
 - c. Have the responding officer monitor activity within the housing unit while the Housing Unit Officer conducts the strip search, unless, the officer and the inmate are of a different gender. ([See Policy #813 Inmate Searches](#))
 - d. Strip search the inmate inside the visiting booth before allowing he/she to exit. The officer will lock the paper pass and secure the visiting booth.
 - e. The Housing Unit Officer will enter the strip search in the Housing Module under the "Strip Search" tab in the IJMS.
14. Professional visits held in the non paper pass visiting booths will allow for free egress of both the visitor and the inmate and the inmate will not be strip searched.
 15. The professional visitor will return to the Lobby Clerk and will return the visitors pass in exchange for his/her ID. The visitor will then retrieve all property from lockers and depart the facility.
 16. Attorneys and other professional visitors who wish to visit more than one inmate, except contact visits, will be required to return to the Lobby Clerk after each visit and register for each inmate.
 17. However, if all the inmates are confined within the same housing unit, the professional visitor can register to visit all inmates on arrival and the Housing Unit Officer will be notified with the names of all inmates in his/her housing unit to be seen.

E. Special Circumstances for Attorneys/Paralegals

1. In the event an attorney requests a full contact visit, the Lobby Clerk will notify the Housing Unit Supervisor of the inmate's housing unit floor or the Watch Commander that there is an attorney who needs to enter the secure perimeter of the housing unit to visit their client.
2. The Watch Commander or Housing Unit Supervisor will determine the following:

- a. If the interview room is available.
 - b. If there are any problems on the unit.
 - c. Determine if the inmate is on the floor.
3. The Lobby Clerk will be notified by the Housing Unit Supervisor or Watch Commander when it has been determined that it is clear to proceed.
4. The Lobby Clerk will:
 - a. Register the attorney and issue a visitor pass, with the key attached, to the paper pass visiting booth for housing unit A or D on the appropriate floor. If the inmate is in the Infirmary, the attorney will be directed to the Watch commander's office
 - b. Notify Unit Control on the inmate's floor that the attorney is en route. If the inmate is in the Infirmary, notify the Watch Commander that the attorney is in en route
 - c. Notify the Housing Unit Officer to inform the inmate that he/she has a professional visitor.
5. The attorney will enter the paper pass visiting booth from the public visiting area and press the call-up button to notify Unit Control. If the inmate is in the Infirmary, the attorney will enter the Command Center and go to the Watch Commanders' office
6. The Housing Unit Supervisor/designee or Watch Commander will:

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7. Prior to opening the secured entry door, the Master Control Center Operator who is specifically responsible for that assigned housing floor is to ensure the area is secured by challenging the request.
8. When the visit is complete, the attorney will be escorted back to the paper pass visiting booth by the Housing Unit Supervisor and will be Portions of this record are closed pursuant to Section

610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

9. The Housing Unit Supervisor will monitor the attorneys exit through the shutter on the visiting booth door.
10. The inmate will be strip searched by the Housing Unit Supervisor and/or designee inside the interview room prior to returning to his/her housing unit. If the inmate is in the Infirmary, the Infirmary Officer will escort the inmate directly to his/her cell assuring to maintain constant observation to disallow passing off or discarding any contraband prior to the strip search inside the cell.]

F. Attorney Visiting Hours and After Hour Attorney Visits

1. Normal attorney visiting hours are 7:00 am to 10:00 pm. Exceptions for special circumstances will be approved by the Watch Commander and recorded on the Watch Commander's Shift Report. The Watch Commander will also send an e-mail to the Director, Superintendent of Security and the appropriate Unit Manager when an attorney visit is approved after normal attorney visiting hours.
2. When an attorney arrives to see an inmate/prisoner in the Justice Center after normal visiting hours, the officers at the checkpoint will direct the attorney to the bonding window. The Bonding/Records Clerk will assist the attorney in locating the inmate/prisoner. The Clerk will also inform the Watch Commander of the attorney's arrival and the name and location of the inmate/prisoner.
3. When the prisoner is located in the Intake Service Center the following will occur:
 - a. The Watch Commander will:
 - (1) Inform the Bonding/Records Clerk to direct the attorney to the Release Sally port door.
 - (2) Register the attorney's visit in the IJMS.
 - (3) Inform the Intake Supervisor of the visit.

- b.** The Intake Supervisor will:
- (1) Designate an officer to meet the attorney on the lobby side of the Release Sally port door.
 - (2) Designate an officer to escort the attorney from the visiting booth to the Release Sally port at the conclusion of the visit.
- c.** The Intake Officer/Intake Security Officer will:
- (1) Ensure the attorney has a valid Missouri Bar Card and a picture ID.
 - (2) Exchange the attorney's picture ID with a Intake Visitor Pass.
 - (3) Search the attorney and his/her briefcase and/or paperwork prior to entering the secure perimeter. The attorney will be directed to empty his/her pockets.
 - (4) Escort the attorney to the Intake visiting booth.
 - (5) Ask the attorney if the prisoner needs to read or sign any paperwork.
 - (6) Unlock the paper pass, if the inmate needs to read or sign any paperwork.
 - (7) Escort the inmate to the Intake visiting booth and close the door.
 - (8) Place the attorney's ID in a secure area.
 - (9) Tour area until visit ends. At the conclusion of the visit:
 - (10) Pick up the attorney's ID.
 - (11) Escort the attorney through the Release Sally port doors.
 - (12) Exchange the Intake Visitor Pass with the attorney's picture ID.

- (13) Lock the paper pass, if necessary.
- (14) Strip search the inmate assuring privacy, if the paper pass was unlocked. The Housing Unit Officer will enter the strip search in the Housing Module under the “Strip Search” tab.
- (15) Check the visiting booth for contraband.
- (16) Close the visiting booth door and return the inmate to the Intake seating area.

4. When the inmate is located in a housing unit the following will occur:

a. The Watch Commander will:

- (1) Inform the Bonding/Records Clerk to direct the attorney to the Command Center door on the third floor.
- (2) Register the attorney's visit in the IJMS.
- (3) Designate an officer to meet the attorney at the Command Center door.
- (4) Inform the Unit Control Officer on the floor the inmate is housed on to have the inmate prepare himself/herself for the visit.
- (5) Designate an officer to escort the attorney from the visiting room to the Command Center door at the conclusion of the visit.

b. The Movement Officer will:

- (1) Ensure the attorney has a valid Missouri Bar Card and a picture ID.
- (2) Exchange the attorney's picture ID with a St. Louis County Temporary ID.
- (3) Place the attorney's ID in the Watch Commander's office.

- (4) Search the attorney and his/her briefcase and/or paperwork, prior to entering the secure perimeter. The attorney will be directed to empty his/her pockets.
- (5) Escort the attorney to the Professional visiting booth in the Infirmary.
- (6) Contact the Infirmary Officer to open the Professional visiting booth.
- (7) Escort the inmate to the Professional visiting booth in the Infirmary and close the door.
- (8) Inform the Infirmary Officer that the inmate has been escorted to the booth.
- (9) At the conclusion of the visit:
 - (a) Pick up the attorney's ID from the Watch Commander's office.
 - (b) Escort the attorney from the visiting booth to the Command Center door.
 - (c) Exchange the St. Louis County Temporary ID with the attorney's picture ID.
 - (d) Escort the inmate to his/her housing unit

c. The Unit Control Officer will:

- (1) Inform the inmate to prepare himself/herself for the visit.
- (2) Release the inmate to the Movement Officer.
- (3) Ensure the inmate is locked in his/her cell at the conclusion of the visit.

d. The Infirmary Officer will:

- (1) Unlock the Professional visiting booth.
- (2) Ensure a second chair is placed in the booth.

- (3) Instruct the attorney on the release notification button in the booth.
- (4) Tour the area until the attorney and inmate depart the area.
- (5) At the conclusion of the visit:
 - (a) Inform the Watch Commander that the visit has ended.
 - (b) Unlock the Professional visiting booth.
 - (c) Strip search the inmate, assuring privacy. The Housing Unit Officer will enter the strip search in the Housing Module under the "Strip Search" tab in the IJMS.
 - (d) Check for contraband in the booth, remove the second chair and close the door of the booth.

G. Special Circumstances for Clergy

1. All special clergy visits within the secure perimeter must be approved and scheduled by the Program Manager or the Volunteer Coordinator. When clergy is a family member, full disclosure is required to be made to the Program Manager/Volunteer Coordinator. The Program Manager/Volunteer Coordinator will use his/her discretion whether a visit in the secure perimeter will be permitted. Notification is not required for regular social/professional visits using the visiting booths.
2. The Program Manager and/or Volunteer Coordinator will notify Unit Control on the inmate's housing unit floor and the Lobby Clerk of the date and time of the visit.
3. The visiting clergy will be issued a visitor pass with a key attached to the paper pass visiting booth for housing unit A or D on the appropriate floor. The same procedures as described above will apply.
4. Clergy granted a special visit into the secure perimeter will NOT be allowed to enter the housing units and will be escorted for all movement on the floor.

5. The inmate will be strip searched prior to returning to the housing unit, assuring privacy. The Housing Unit Officer will enter the strip search in the Housing Module under the “Strip Search” tab in the IJMS.

H. Special Circumstances for Police Officers

1. Police Officers requesting entrance into the Unit Control area of a housing floor will check in with the Lobby Clerk.
2. Police Officers will be issued a visitor pass with a key attached to the paper pass visiting booth for housing unit A or D on the appropriate floor. The same procedures as described above will apply.
3. Police Officers requesting entrance into the Intake area will receive a Police Official Pass from the escorting officer.

I. Additional Contact Visits

1. In the event that an attorney, police officer or probation/parole officer requests more than one contact visit, the additional visits will be handled in the following manner:
 - a. Upon entering the Justice Center, the professional visitor will provide the Lobby Clerk with the names of the inmates with whom he/she requests a contact visit. The Lobby Clerk will provide the professional visitor with the inmates' housing locations.
 - b. The Lobby Clerk will encourage/advise the professional visitors to register all inmates to be seen on a specific floor, prior to directing the professional visitor to the appropriate housing unit floor. The professional visitor will only be allowed to visit with inmates specified by the Lobby Clerk. If a professional visitor wanted to visit with an inmate not registered, he/she will return to the Lobby Desk and register the visit with the Lobby Clerk.

NOTE: The multi-purpose rooms may be utilized for contact visits when more than one contact visitor is on the unit.

- c. If the professional visitor needs to conduct additional contact visits on other units, the Housing Unit Supervisor/designee will contact the appropriate unit,

obtain authorization and escort the professional visitor to the unit, via one of the security elevators. Upon arriving the escorting officer will inform the Unit Control Officer of the professional visitor's arrival. The unit will coordinate the contact visit.

- d. Any additional requests for contact visits with inmates on other units will be handled in the same manner, i.e., by escorting the professional visitor to the respective unit.
- e. Upon completion of the final contact visit, the Housing Unit Supervisor/designee will direct the professional visitor to exit the floor. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records..

J. Special Instructions

- 1. If the paper pass visiting booth is occupied, professional visitors will wait for the booth to open or may use the non paper pass booth for the interview.
- 2. Professional visits within the secure perimeter of the jail will be conducted only during normal visiting hours, with the exception of attorney visits.
- 3. Any circumstances not described in the above policy will be determined at the discretion of the Watch Commander. The Watch Commander will determine unusual circumstances on a case-by-case basis.